DOCUMENT RESUME

ED 258 629 JC 850 342

TITLE College Transfer Guidelines among Missouri Higher Education Institutions.
INSTITUTION Missouri State Coordinating Board for Higher Education, Jefferson City.
PUB DATE Feb 85
NOTE 15p.
PUB TYPE Reports - Descriptive (141) -- Legal/Legislative/Regulatory Materials (090)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS Admission (School); *Admission Criteria; *Articulation (Education); Associate Degrees; Bachelors Degrees; College Credits; College Transfer Students; Community Colleges; Intercollegiate Cooperation; Postsecondary Education; *State Standards; *Transfer Policy; *Transfer Programs; Two Year Colleges; Universities
IDENTIFIERS *Missouri

ABSTRACT

This report presents college transfer guidelines for Missouri higher education institutions. Introductory material provides a statement of the state's educational philosophy and a definition of elements involved in the articulation process. Next, guidelines are presented regarding transfer policy in the areas of the baccalaureate degree program; general education; associate degrees; transfer without a degree; institutional admission; program admission; the college catalog; change in major; transfer of credit; transfer of grades; credit by examination, experiential learning, and pass/fail credit; and state certification or statutory requirements. Then guidelines are provided for review procedures and include definitions of the role and functions of the Articulation Committee; and the appeal process for students refused admission. Finally, provisions for implementation of the guidelines are presented. Definitions of degree programs, undergraduate student status, and courses are appended. (HB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
S. R. Aery

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
☒ This document has been reproduced as received from the person or organization originating it.
☐ Minor changes have been made to improve reproduction quality.
• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

ED258629

COLLEGE TRANSFER GUIDELINES AMONG MISSOURI HIGHER EDUCATION INSTITUTIONS

BEST COPY AVAILABLE

JC 850 342

MISSOURI COORDINATING BOARD FOR HIGHER EDUCATION

FEBRUARY 1985

Missouri Coordinating Board for Higher Education

David Gohn, Chairman, West Plains

William O. Buffe, Vice Chairman, Kansas City

Henry S. Clapper, Secretary, Monett

Frances C. Chapman, St. Louis

John H. Koffman, Moberly

David P. Macoubrie, Chillicothe

Gwendolyn A. Moore, St. Louis

Adelaide Dorsey Tomber, Webster Groves

Avis Green Tucker, Warrensburg

Published and distributed by

Missouri Coordinating Board for Higher Education

101 Adams Street

Jefferson City, Missouri 65101

TABLE OF CONTENTS

	Page
Philosophy	1
Introduction	1
Applicability of Guidelines	2
Transfer Policy	2
Baccalaureate Degree Program	2
General Education	2
Associate Degrees	3
Transfer Without a Degree	4
Institutional Admission	4
Program Admission	5
Catalog	5
Change in Major	5
Transfer of Credit	5
Transfer of Grades	5
Credit by Examination, Experiential Learning, and Pass/Fail Credit	6
State Certification or Statutory Requirements	6
Review Procedure	6
Articulation Committee	6
Functions of Articulation Committee	6
Appeal Process	7
Implementations of Provisions of Guidelines	8
Appendix	9

COLLEGE TRANSFER GUIDELINES AMONG MISSOURI HIGHER EDUCATION INSTITUTIONS

PHILOSOPHY

The effectiveness of the government of the State of Missouri, the prosperity of the economy, and the happiness of its citizens depends upon the quality of education provided. As Thomas Jefferson declared, "If a nation expects to be ignorant and free, in a state of civilization, it expects what never was and never will be." Therefore, the colleges and universities in the state must intensify their efforts at cooperation to guarantee that a student with a clear educational objective may complete a degree program in the shortest possible time, whether the student remains in one institution or transfers to another. Yet, to safeguard the rigor necessary for high quality education, the process must assure that all institutions involved retain their integrity.

INTRODUCTION

The Coordinating Board for Higher Education recognizes that each Missouri college and university has a responsibility for establishing and maintaining standards of expectations for students completing courses, programs, certificates, or degrees. It also recognizes that for effective and efficient transfer of credits between and among these colleges and universities, it is necessary to exercise this responsibility within the context of a statewide "system" of baccalaureate education.

Articulation is the necessary process of cooperation between institutions of higher education in order to accommodate the needs and interests of a student who earns credit at one institution and later chooses to transfer to another. Articulation affects people, policies and procedures, and gives rise to problems which evolve as advisors guide students in the transfer of earned credit from one program and/or institution to another. The transfer process involves students and college personnel, curricula and degree requirements, services to students and the standards by which these services are administered.

Coordination, as it relates to articulation, is the process by which procedures are formulated and implemented to assure fair and proper attention to the circumstances of the transferring students. Coordination consists of institutions agreeing to work together under common policies which will allow maximum freedom for transferring students and expeditious handling of their transfer needs. Harmonious consideration of any problem which a student may encounter in moving from one college to another is the ultimate objective of these transfer guidelines.

Transcript evaluation by the receiving institution will inform the students of their current progress toward their educational objective and define what degree and course requirements remain to be fulfilled. Therefore, institutions will cooperate to identify courses or programs that are equivalent or otherwise acceptable for transfer. Flexibility will guide the acceptance of courses in order to assure that comparable courses are transferable. Agreement on course equivalency will be communicated to appropriate institutional personnel in writing and will also be made available to all transferring students.

An effective articulation agreement is based upon interinstitutional communication, a mutual respect for institutional integrity, a high degree of flexibility, procedures for identifying problems, and a mechanism for implementing appropriate solutions.

The Coordinating Board for Higher Education is required by statute to "establish guidelines to promote and facilitate the transfer of students between institutions of higher education within the state." For the balance of this document, "guidelines" will mean, "the expected course of action or set of circumstances that apply to decision making in which transfer of credit is involved."

APPLICABILITY OF GUIDELINES

The transfer guidelines are applicable to course credits and related matters for undergraduate students who wish to transfer between Missouri public colleges and universities. The Coordinating Board for Higher Education also recommends these guidelines to Missouri independent institutions.

TRANSFER POLICY

A. Baccalaureate Degree Program

Determination of the course requirements of the major for a baccalaureate degree, including introductory and related courses, is the prerogative of the four-year institution. The catalog of each four-year institution will state clearly the requirements for each degree program. When required, specific prerequisites will be designated and will be noted in conjunction with the course description. Transfer students who have completed prerequisites will not be required to duplicate study in the area. The catalog will specify any restrictions or limitations for additional major requirements.

A baccalaureate degree program or major consists of a coherent grouping of courses or subject area requirements in a specific discipline or program field. Generally, the number of credit hours required for a major extends from 30 to 48 semester credit hours but there may be exceptions to this in the case of highly specialized professions or disciplines, interdisciplinary studies, or majors in general liberal arts studies.

B. General Education

A student's first two years in college may include introductory courses and other courses which permit the student to explore areas of specialization that can be pursued at a later time at the baccalaureate level. In a two-year college transfer program, the courses should be adequate in content to be counted fully toward the baccalaureate degree for transfer students continuing in a particular field.

Each institution of higher education in Missouri will foster and promulgate a program of general education.

The general education requirement consists of a set of courses composed of a specific number of semester credit hours within a pattern of curricular areas of study. Although the general education requirement may vary from institution to institution, it represents an institutional statement, developed by the faculty and given ultimate validation by the college's administration or governing board, about

the general body of knowledge and skills which should be possessed by the recipient of that college's degree. Such requirements will contain a minimum of 39 credit hours in a semester hour system for the baccalaureate degree. Institutions will accept in transfer a general education program of 39 semester credit hours as specified below as meeting the general education requirements of the receiving institution. This basic program will consist of, but not be limited to, college-level (nonremedial) work or demonstrated competency in each of the following curricular areas: communications skills, three (3) courses, two (2) written, one (1) oral; humanities, three (3) courses from at least two (2) disciplines; physical and/or biological sciences, two (2) courses, with at least one (1) with a lab component; mathematics, one (1) course, at least college algebra or its equivalent; and social and behavioral sciences, three (3) courses from at least two (2) disciplines. Some baccalaureate professional schools or programs may specify exceptions to these credit hour and course minimums by the establishment of articulated programs. After a Missouri institution of higher education has developed and published its program of general education, the integrity of that program will be recognized by other institutions within the state. Colleges will recognize the validity of other institutions' general education requirements when the minimum requirements as specified above are met. However, some foreign language and/or upper division general education courses may be required by the receiving institution.

C. Associate Degrees

Associate of Arts Degree

An Associate of Arts degree (AA) is a two-year degree which indicates the completion of a student's lower division general education requirements. It is also a specific transfer degree for entry, at the junior level, into the general range of baccalaureate degree programs offered by a four-year college.

The receiving institution is not obligated to accept transfer credit which exceeds the minimum number of credits the sending institution has established for awarding the associate level degree. This degree is not normally awarded in a program area.

Associate of Science Degrees

An Associate of Science degree (AS) is a specialized degree which is intended for transfer into a preprofessional program. It should result from careful planning and agreement between specific two-year and four-year institutions.

These programs will be developed by consultation between sending and receiving institutions on a program-by-program basis. This may involve changes in general education requirements. The following factors should be recognized:

a. Junior standing is guaranteed to the transfer student only if curricular details have been agreed upon by the sending institution and the receiving institution, and junior standing can be guaranteed only if the student has received the appropriate AS degree.

b. Students who receive a specialized AS degree do not automatically qualify for junior standing in any other program. If such students enroll in any other degree program, they may have to take additional general education courses. In evaluating the students' transcripts, the receiving institution will make every attempt to avoid duplication of effort and the imposition of unnecessary burdens upon the student.

Associate of Applied Science Degrees

An Associate of Applied Science degree (AAS) is the main occupationally oriented degree. The primary purpose of this degree is to prepare a student for entry into a particular occupation upon the completion of the degree. It is not intended as a transfer degree into a four-year program and contains courses which are not primarily designed for transfer. Students should expect a receiving institution to evaluate course credits on the basis of applicability of each course to the requirements of the student's major field of baccalaureate study. Each four-year institution is encouraged to develop admission policies which will facilitate the transfer and consider all factors indicating the success of transfer students who have the AAS degree or a certificate. It is anticipated that the AAS degree will be the main degree used by colleges to describe nontransfer vocational programs.

Other Associate Degrees

All other associate degrees will be evaluated on a course-by-course basis.

D. Transfer Without a Degree

After an institution of higher learning in Missouri has developed and published its program of general education, the integrity of the program will be recognized by the other institutions in Missouri. Once students have been certified, at the request of the receiving institution or the student, as having completed satisfactorily the prescribed general education program of not fewer than 39 semester hours as specified in this document, no other institution of higher learning in Missouri will require any further lower division courses in their general education program.

E. Institutional Admission

At the core of any agreement designed to establish an efficient and orderly transfer process is the mutual acceptance of the nature and purpose of the associate of arts degree. This degree shall be awarded upon:

a. Completion of a minimum of 60 semester hours of college-level work oriented toward a baccalaureate degree;

b. Completion of an institutionally approved general education program of not fewer than 39 semester hours as defined in Section B;

c. Achievement of a cumulative grade point average of not less than 2.0 (A=4.0, B=3.0, C=2.0, D=1.0, F=0.0) provided that only the final grade received in courses repeated by the student shall be used in computing this average.

Students holding associate of arts degrees oriented toward the baccalaureate degree with a grade point average of 2.0 or above, as validated by an accredited associate degree granting institution, are admitted to a baccalaureate degree granting institution, but not necessarily to a program (see Section F), as:

a. Having junior standing,

b. Having fulfilled lower division general education requirements. However, this does not exempt the student from meeting the specialized lower division requirements of departments or divisions of the school to which a student transfers.

Students transferring without the associate of arts degree must meet the admission requirements of the receiving institution.

If any institution of higher education finds it necessary to select from among qualified transfer students, its criteria for admission will be stated in its official publications. Such publications will be on file with the Coordinating Board for Higher Education.

F. Program Admission

Transfer students will be admitted to programs based on the same criteria established for the native students of the receiving institution. Admission to a specific baccalaureate degree program may result in a different computation of the GPA.

G. Catalog

The catalog in effect at the time of the transfer student's initial enrollment in a college will govern the degree requirements, provided that the student has had continuous, full-time enrollment and remains in the same degree program at the receiving institution. If full-time continuous enrollment has not been maintained, or if the student changes his/her program objective, the catalog in effect at the time of the student's latest enrollment or the time that he/she elects the new program may be followed.

H. Change in Major

When students initiate changes in their stated major or degree objectives, those students assume full responsibility for meeting the specified new degree and/or major requirements. Students contemplating transfer from a two-year vocational/technical program into a baccalaureate program in the same field of study should expect additional major and degree requirements and should not expect automatic junior standing in the major. Students planning to transfer into a different field of study should seek pretransfer counsel from the sending or receiving institution regarding required courses in the program which they plan to pursue and the evaluation of credits already earned, as they apply to the particular baccalaureate program to be pursued.

I. Transfer of Credit

Credit earned in or transferred from a community college shall normally be limited to approximately half the baccalaureate degree program requirement, and to the first two years of the undergraduate educational experience.

J. Transfer of Grades

The academic record at a given institution will include all courses attempted. Grades of "D" or better earned in college-level work at an accredited or approved institution of higher education should receive full credit when transferred to another

college or university. However, the receiving institution will treat all grades on courses attempted on the same basis as that of the native student. For example, if a native student is required to repeat a "D" grade in a specified course, a transfer student will also be required to repeat the "D" grade in the same course.

K. Credit by Examination, Experiential Learning, and Pass/Fail Credit

Pass/fail credit will be transferred and treated by the receiving institution in the same way pass/fail credit is treated for native students.

Advanced placement, credit by examination, and credit for experiential learning will be transcripted and clearly defined. Course equivalency for credit by examination may be listed as desired.

The policies for awarding credit by examination and nontraditional learning vary from one institution to another. Each institution will publish information about its policies for awarding credit by nontraditional modes, including name of tests which are used to assess credit, cut-off scores, deadline dates for submission of scores to the receiving institution, and restrictions on the time interval permitted to receive current credit for a course taken some years previously.

L. State Certification or Statutory Requirements

In the process of earning a degree, students must complete requirements for that degree and sometimes, as in the case of teacher education programs, must also meet state certification requirements. If certification or statutory requirements change and additional requirements become effective during the time a student is enrolled in a program, the new requirements take precedence over previously existing degree or certification standards.

REVIEW PROCEDURE

A. Articulation Committee

The Commissioner of Higher Education will appoint a Committee on Transfer/Articulation to oversee the implementation of these guidelines. The Transfer/Articulation Committee will be composed of seven members:

one--independent two-year college
one--independent four-year college
two--public two-year college
one--public four-year college
one--University of Missouri
one--Commissioner of Higher Education or a designated representative

The Commissioner of Higher Education or a designated representative will sit as an ex officio, voting member of the committee.

B. Functions of Articulation Committee

Articulation is at the heart of academic planning. In carrying out the functions listed below, the Articulation Committee is encouraged to seek the counsel of faculty and other institutional representatives.

1. Conduct a continuing review of the provisions of the **College Transfer Guidelines** and recommend such revisions as are needed to promote the success and general well being of the transfer student.

2. Review and make recommendations concerning transfer issues brought before it by institutions.

3. Recommend modifications of institutional policies and procedures which, in the committee's judgment, would enhance and facilitate the transfer of students.

4. Study nontraditional credits and develop transfer guidelines for them.

5. Systematically solicit suggestions and data from administrators, faculty, and students concerning matters of transfer.

6. Develop a job description for the Articulation Officer's position. After the job description has been developed, the president of each institution will appoint an Articulation Officer and inform the Commissioner of Higher Education.

7. Develop a statement of student transfer rights and responsibilities.

8. Monitor both the sending and receiving institutions to determine that they are informing transfer students of their rights and responsibilities.

9. Review and recommend resolution of individual cases or appeals from students who have encountered difficulties in transferring from one **Missouri** postsecondary institution to another and who have exhausted all local remedies.

C. Appeal Process

The appeal process is to be initiated by the student after all remedies have been exhausted without resolution of the issue at the receiving institution.

1. Appeal is initiated by the student who informs the Commissioner in writing of the situation and reason for the appeal.

2. Commissioner will immediately notify the chief executive officer of the relevant institution(s) of the appeal and invite the institution(s) to submit documentation for the decision being appealed by the student. Documentation will be submitted within fifteen days of notification by the Commissioner.

3. The Commissioner will convene the Appeals Committee within 30 days of the receipt of the appeal for the purpose of considering the information presented by the student and the institution(s). The Appeals Committee will be appointed by the Committee on Transfer/Articulation and will consist of twelve faculty members, with three from each of the following: independent institutions, public two-year colleges, public four-year colleges, the University of Missouri, and the Commissioner of Higher Education or a designated representative to serve as a non-voting ex-officio member. Both the student and the institution(s) will be notified of the committee's meeting time and location. The student and the institution will have the opportunity to make an oral presentation to the committee if either desires to do so.

4. Should an appeal be filed involving a campus represented on the committee, the Commissioner will, for the purpose of considering the appeal, appoint an interim member of the committee from the same sector.

5. The committee's consideration of the appeal should include, but not be limited to, the institution's compliance with the **College Transfer Guidelines** and the student's compliance with the **College Transfer Guidelines** and the **Student Rights and Responsibilities Statement.**

6. The committee will determine if the student's appeal is valid based on consideration of the information presented and compliance with the **College Transfer Guidelines** and the **Student Rights and Responsibilities Statement.** The committee will inform the Commmissioner, in writing, of its determination.

7. The committee chair will inform the chief executive officer and the student of the committee's determination and recommend that the chief executive officer implement the committee's recommendation.

8. The chief executive officer will inform the committee chair within thirty days of the action taken in regard to the committee's recommendation.

9. The committee's recommendation and the action taken by the institution will be reported to the Coordinating Board for Higher Education.

The chairperson will convene the committee at least once a year. An annual report describing the committee's deliberations will be prepared by the chairperson and transmitted to the Coordinating Board for Higher Education. Committee deliberations and decisions within legal limitations shall be filed with the Coordinating Board for Higher Education for dissemination to all postsecondary institutions of higher education and to those members of the general public wishing such material.

IMPLEMENTATION OF PROVISIONS OF THE GUIDELINES

The provisions of this document become effective upon adoption by the Coordinating Board for Higher Education with the exception of TRANSFER POLICY, Section B. General Education which shall become effective one year after adoption of this document by the Coordinating Board for the fall 1986 semester. For the period between the adoption of this document and the fall 1986 semester, the general education provision as stated in the Guidelines adopted by the Coordinating Board in April 1980 shall be in effect. Institutions may request extension of the effective date for specific provisions of the document. Written requests should be addressed to the Commissioner specifying the provision for which the extension is sought and the reason for the request.

APPENDIX

DEFINITIONS

A. Degree Program

Degree program refers to any prescribed course of study in an institution of higher education which constitutes an area of specialization leading to a recognized degree. This is the same as the term "discipline specialty" used in reporting to the U. S. Office of Education's Higher Education General Information Survey and to the Missouri CBHE certificate and program inventory. In the context of the baccalaureate degree or higher, the term, "program" is approximately synonymous with the term "major." At the associate level, "program" is usually associated with occupational or vocational specialization of the AAS degree.

Programs have three essential elements: level, type and content.

1. Level refers to those degrees on the associate, baccalaureate, first professional, master's, specialist, doctorate and other designations lower, higher or intermediate to those which now exist or which may be created in the future.

2. Type refers to designations within a level, such as: AA, AS, AAS, BA, BS, BSE, MA, MS, PhD, EdD, etc.

3. Content refers to the program specialization with its related options, if any, for which recognition is intended to be given by the conferring of a degree or certificate.

B. Undergraduate Student Status

1. Lower division student refers to an individual who has completed less than 60 semester hours of course work.

2. Upper division student refers to an individual who has completed 60 or more semester hours of course work.

C. Courses

1. Introductory courses provide an initiation into the study of a major area of knowledge. These courses are offered, for the most part, to lower division students, but upper division students may, and frequently do, also enroll in such courses. This produces some overlap in two-year and four-year college courses.

2. Specialized courses contain a more restricted or advanced body of knowledge and are offered, mostly, to sophomores and upper division students. Some will be found in two-year colleges, but two-year colleges will not attempt to offer upper division majors.

ERIC Clearinghouse for Junior Colleges
AUG 2 1985